

Tompkins County Soil & Water Conservation District  
2016 Plan of Work

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## Agriculture

**Objective: Work with local landowners, municipalities, agencies and organizations to improve, maintain, protect and promote the quality of soil and water resources of Tompkins County through the implementation of best management practices (BMPs).**

<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
1. Implement AEM Base Program annual plan of work – Year 12.	1. Annual Report 2. Midterm Report 3. AEM Tier I and II reports 4. AEM Tier IIIA Plans 5. AEM Tier IV Implementation Plans 6. AEM Tier V Evaluations	*Paul Gier Jon Negley Kym Jackson	January - May	
2. Implement AEM Base Program annual plan of work – Year 13.	1. Annual Report 2. Midterm Report 3. AEM Tier I and II reports 4. AEM Tier IIIA Plans 5. AEM Tier IV Implementation Plans 6. AEM Tier V Evaluations	*Paul Gier Jon Negley Kym Jackson	June - December	
7. Apply for cost-share dollars for implementation of Best Management Practices from state and federal sources.	1. Identify Farms with funding needs through AEM process/records 2. Discuss enrolling in these programs with the land owner 3. Match farms with grants covering their particular need 4. Plan and implement appropriate/needed BMPs	*Paul Gier *Jon Negley	Jan.-March.	
8. Verify, track and report Ag BMP implementation data to the USC.	1. Enter data into AEM online application 2. Report data	*Paul Gier	Ongoing	
9. Prepare Agricultural Value Soils Group Worksheets (SGW).	1. Prepare SGWs and maps for landowners who request them	*Paul Gier Staff as needed	Jan – Mar Nov-Dec	

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<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
2. Manage Funded Round 21 ag nonpoint source grants – Jerry Dell Acres	1. Review contract with landowner 2. Follow Standard operating procedures to manage and implement grant. 3. Design practices with engineer 4. Implement practices 5. Track progress and compile final/interim report information 6. Certify practices 7. Complete closeout	*Paul Gier *Jon Negley Kym Jackson	January - June	
3. Apply for Round 23 Ag NPS grants	1. Compile list of ready and willing applicants. 2. Develop RFP 3. Submit applications	*Jon Negley *Paul Gier	January - March	
4. Implement Southern Tier Ag Economic Incentive Program	1. Post advertisement of RFP on website and local media. 2. Accept applications on behalf of NYS Ag and Markets and pre-screen 3. Develop STAEIP Tompkins core team to help guide local implementation of project. 4. Work with farmers to help plan for projects 5. Deliver funds to farmers for implementation.	*Jon Negley *Paul Gier Kym Jackson	January - December	
5. Manage Climate Resiliency Funded applications	1. Review contract with landowner 2. Follow Standard operating procedures to manage and implement grant. 3. Design practices with engineer 4. Implement practices	*Paul Gier Jon Negley Kym Jackson	January - December	

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	5. Track progress and compile final/interim report information			
	6. Certify practices			
	7. Complete closeout			

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## Water Quality and Natural Resources

**Objective: To work with public and private sectors to maintain, improve and protect the surface and groundwater resources of Tompkins County.**

<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
1. Participate in the county Natural Infrastructure program.	1. Administer 2017 contract with local businesses for Tompkins County Planning Department for Flood Hazard related project funded in 2016. 2. Complete Pickney Road Project. 3. Participate in Review committee process for next year's projects 4. Update program accounting and record keeping	*Angel Hinickle Jon Negley Kym Jackson	1. Jan-Dec. 2. March 3. March	
2. Respond to disaster events.	1. Utilize Emergency Stream Intervention principles to help Highway departments and municipalities restore damaged streams. 2. Expand ESI trainings across county.	Jon Negley *Angel Hinickle	Immediately after flood events	
3. Apply for cost share dollars for implementation of Best Management Practices where applicable.	1. Research NYSDEC, US Fish and Wildlife, NYS Ag & Markets, NYSDOS, and other's websites for cost share money. 2. Prepare application materials	Jon Negley* Kym Jackson Angel Hinickle*	1 hour weekly	

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<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
4. Provide technical assistance to the Tompkins County Water Resources Council.	<ol style="list-style-type: none"> <li>1. Attend WRC regular meeting</li> <li>2. Attend WRC Stream's Subcommittee</li> <li>3. Attend WRC Grants Subcommittee Meeting</li> <li>4. Attend WRC Nomination Committee Meeting</li> </ol>	Jon Negley*	<ol style="list-style-type: none"> <li>1. 1x/month</li> <li>2. 1x/month</li> <li>3. 1x/month</li> <li>4. 3x/year</li> </ol>	
5. Assist CSI volunteer monitoring efforts.	<ol style="list-style-type: none"> <li>1. Collect Water samples @ up to 4 sites on Fall Creek/Salmon Creek</li> <li>2. Attend Fall Creek Watershed Committee Meetings</li> </ol>	Angel Hinickle	<ol style="list-style-type: none"> <li>1. 4x/year</li> <li>2. 3-4x/year</li> </ol>	
6. FLOWPA 14-15 EPF Contract	<ol style="list-style-type: none"> <li>1. Wrap up any remaining projects and submit closeout paperwork</li> </ol>	Jon Negley* Angel Hinickle Kym Jackson Paul Gier	January 1-March 30	
7. FLOWPA 15-16 EPF Contract	<ol style="list-style-type: none"> <li>1. Implement streambank stabilization project</li> <li>2. Implement Ag BMP project</li> <li>3. Fund USGS gauge station</li> <li>4. Fund CSI water quality monitoring program</li> <li>5. Implement compost stormwater BMP demo</li> </ol> <p>Provide technical assistance to Tompkins County residents related to water quality.</p>	Jon Negley* Angel Hinickle Kym Jackson Paul Gier	January 1-December 31	

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<i>Actions/Activities</i>	<i>1. Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
8. <i>FLLOWPA 15-16 EPF Contract</i>	2. Implement streambank stabilization project 3. Implement Ag BMP project 4. Fund USGS gauge station 5. Fund CSI water quality monitoring program 6. Implement compost sock program 7. Provide technical assistance to Tompkins County residents related to water quality.	Jon Negley* Angel Hinickle Kym Jackson Paul Gier	January 1- December 31	
9. Provide hydroseeding/mulching program to local highway departments.	1. Review guidelines for participation. 2. Work with highway department staff to identify implementation sites. 3. Implement and evaluate sites for results. 8. Create GIS database of sites completed	Jon Negley*	April – October	

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Stormwater				
Objective: Assist municipalities in implementing the requirements of the Phase II Stormwater Program.				
<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
1. Provide technical assistance to the Tompkins County Stormwater Coalition for MS4 communities.	1. Prepare bimonthly meeting agendas and facilitate meeting. 2. Take minutes at bimonthly meetings and distribute to coalition members following meeting. 3. Conduct 3 education and outreach activities. 4. Organize 2 trainings for municipal staff and board members. 5. Prepare Stormwater Annual Report for regulated municipalities.	Angel Hinickle*	January - December	
2. Provide training to municipalities, contractors and landowners for the Stormwater Phase 2 Construction Permit program.	1. Plan three to four, 4-Hour Erosion and Sediment Control Trainings. 2. Teach 4- hour training course and prepare all necessary training materials prior to the training.	Angel Hinickle*	January - April	
Provide stormwater technical assistance to municipalities through contract agreements.	1. Conduct SWPPPs reviews for projects disturbing 1 acre or more. 2. Inspect active construction sites and write inspection reports. Work with the municipality's code enforcement officer to implement corrective actions on deficient sites.	Angel Hinickle*	January - December	
3. Maintain Certified Professional in Erosion and Sediment Control (CPESC) accreditation.	1. Attend trainings to receive necessary credits to maintain certification. 3. Submit necessary documentation to EnviroCert International to maintain	Angel Hinickle* Jon Negley	January - December	



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	certification.			
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Invasive Species				
Objective: Eradicate Hydrilla from the Cayuga Inlet and prevent its spread to Cayuga Lake and the Great Lakes.				
Actions/Activities	Tasks	Who	When	Progress – Results – Outcomes
1. Provide technical assistance to the County Hydrilla Task Force.	1. Apply for herbicide permits. 2. Oversee aspects of treatment. 3. Apply for funding 4. Serve as administrator of funds. 5. Attend task force and management sub-group meetings. 6. Oversee water quality monitoring efforts following herbicide treatment. 7. Review, approve, and sign herbicide treatment contracts.	Angel Hinickle	January – December	
2. Provide administrative support for the Hydrilla Program Manager.	1. Sign MOU with FLOWPA and Oswego SWCD. 2. Provide office space. 3. Hold Hydrilla Program funds and make payments.	Jon Negley	January - December	

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District Operations				
Objective: To manage an efficient and effective organization.				
<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
<b>Board of Directors</b>				
1. Conduct annual organizational meeting.	1. Elect chair and vice chair 2. Appoint Personnel, Finance and Audit committees. 3. Designate official newspaper(s) and bank(s).	Board of Directors* & Jon Negley Kym Jackson	January	
2. Conduct Monthly board meetings. Hold minimum of 10/year.	1. Conduct regular business. Approve bills and financial report(s).	Board	Jan – Dec	
3. Adopt Annual Plan of Work	1. Review actions of past year. Evaluate progress and outcomes. 2. Add, delete and updates actions and activities. 3. Review progress, results & outcomes 1. Submit Plan to SWCC	Staff & Board	1.June 2.July/August 3.September/October 4. November	
4. Update board training plan and budget.	1. Review required training topics. 2. Identify topics for board meetings. 4. Utilize SWCC website for training modules.	Board & Jon Negley*	February	
5. Review and approve State Reports	3. Approve Comptroller and SWCC Reports prepared by Staff	Board	February - March	

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6. <i>Actions/Activities</i>	1. <i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
Attend training; participate in regional and state events.	Attend trainings and meetings related to district operations.	Board	As offered	
7. Adopt annual budget	1. Review financial status. 1. Prepare budget per program priorities and staff assignments.	Jon Negley, staff & Board*	January	
8. Review and update Risk Management/Assessment policy.	1. Identify risks items. 2. Select methods to minimize.	Jon Negley & Board*	March-May	
9. Review Standard Operating procedures for financial management and reporting.	1. Review procedure for receiving payments 2. Review procedure for approving bills – assigning accounts, tracking to grants. 2. Review annually	Treasurer & Kym Jackson Jon Negley	January	
10. Conduct Fiscal Audits	1. Do quarterly spot checks of financial records 3. Utilize county auditors for annual review.	Finance Committee*, Jon Negley & Board	Quarterly January	
11. Conduct annual performance evaluations.	1. Collect information on each employee. 2. Compile information 2. Discuss with employee	Jon Negley* and Personnel Committee to the Board	June December	
12. Review services and associated fees	3. Determine appropriate services to offer.	BOD and staff	January	
13.	1.			

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<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
<b>SWCD Staff</b>				
1. Conduct weekly staff meetings	1. Set agenda	Jon Negley* Staff	Weekly	
2. Review staff training plans and set budget.	1. Assess individual needs to job responsibilities. ie: surveying, BMP designing, computer, etc.	Jon Negley* Staff	June December	
3. Attend trainings and workshops related to job responsibilities.	1. Identify training opportunities – Water Quality symposium, conservation skills workshop, administrative conference	SWCD staff	Ongoing	
4. Perform regular maintenance on district vehicles and equipment.	1. Develop a regular maintenance schedule. 2. Maintain registration and inspections. 3. Assign vehicles to individuals.	Jon Negley Paul Gier	Ongoing	
5. Maintain equipment inventory.	1. Review annually. 2. Dispose of excess, outdated or broken equipment.	Kym Jackson* Jon Negley BOD	January	
6. Provide materials and presentations to the BOD on the district programs and activities.	1. Assign a rotating schedule for one staff to report each month. 2. Staff to report on program – progress, outcomes, problems, recommendations.	SWCD staff	Monthly	
7. Maintain Accounts Recievable and Accounts Payable	1. Make sure these accounts are up to date. 2. Provide vouchers for District Manager and BOD to approve 3. Prepare invoices in Harvest to capture accounts receivable on grant	Kym Jackson* SWCD Staff	Daily	

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	time and expenses.			
8. Prepare State Comptroller Report and SWCC Report for review and approval by BOD	1. Utilize Quickbooks to prepare 2014 financial summary statements	Jon Negley Kym Jackson* Staff	January- March	
9. Prepare Annual Report of Activities	2. Document 2017 activities in summary form with pictures, articles and high quality printout	Jon Negley* Staff	December	

## Earned Income

**Objective: To offer conservation and natural resource programs that support the general budget.**

<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
1. Prepare Soils Group Worksheets for eligible agricultural producers.	1. Review process annually. 2. Set time frame to respond to requests. 3. Review process and expectations with County assessment office.	Paul Gier* Angel Hinickle	January – April/ Nov.- December	
2. Conduct Conservation Tree Sale	1. Coordinate with Ithaca Fishing Day to host tree sale	*Kym Jackson Staff	January-April	
3. Conduct Compost Sock Program	1. Fill sock tubes 2. Load on pallets and transport to storage 3. Work with Cayuga Compost to secure bulk material 4. Conduct outreach to local/regional customers	*Staff	January- December	

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Education, Outreach and Information				
Objective: To inform landowners, elected officials and the general public about water quality and natural resources conservation issues.				
<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
1. Review and update district website.	1. Update website on County Server to reflect current status of District.	*Kym Jackson Jon Negley	ongoing	
2. Attend County Planning, Energy, and Environmental Quality committee meetings.	1. Give brief oral/written reports. 2. Take appropriate SWCD staff to discuss projects 3. Provide written updates.	Jon Negley Staff	Monthly Minimum quarterly	
3. Prepare annual report to be used at the county, state and federal level.	1. Collect documentation through the year. Highlight successes from each program area. 2. Post on website. 3. Print limited copies.	SWCD staff	1. Ongoing 2. February 3. January	
4. Prepare news releases on program actions and earned income activities.	1. Write up informative article on completed projects. 2. Invite Legislature/media to view project or activity.	SWCD staff with lead for project	Ongoing	
5. Assist Cornell Cooperative Extension to develop conservation education programs.	1. Identify purpose, topics and expected outcomes. 2. Determine roles and responsibilities	SWCD staff as topic is appropriate	Ongoing	
6. Regional Envirothon	1. Solicit Sponsorship Donations 2. Provide 2 staff to help the day of the event	1. Jon Negley/Kym Jackson* 2. SWCD Staff	April	
7. Participate at programs and events where it is appropriate – Farm City Day, Agstravaganza, etc.	1. Develop display appropriate for multiple events. 2. Review outcome	SWCD staff	Ongoing	

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<b>Coordination with other agencies and organizations</b>				
<b>Objective: To maintain working partnerships to protect, improve and conserve water quality and natural resources in Tompkins County.</b>				
<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
1. Cooperate with USDA Natural Resources Conservation Service (NRCS) on water quality projects.	1. Conduct Monthly meeting with NRCS 2. Identify potential agricultural grant participants.	Paul Gier* Jon Negley	Ongoing	
2. Cooperate with USDA Farm Service Agency on water quality projects.	1. Provide information on SWCD programs. 2. Assist with federal conservation programs, as may be appropriate. 3. Attend regular meetings	Paul Gier* Jon Negley	Ongoing	
3. Cooperate with Tompkins County Stormwater Coalition.	See Stormwater Program	Angel Hinickle*	Ongoing	
4. Provide technical assistance to Tompkins County Water Resources Council.	See Water Quality Program	Jon Negley*	Ongoing	
5. Provide assistance to local highway/county departments.	1. Hydroseeding program 2. Flood Hazard Mitigation 3. Stormwater management 4. Erosion and Sediment Control 5. Culvert analysis 6. FEMA flood map update efforts	Jon Negley* Angel Hinickle	Ongoing	
6. Serve on the Tompkins County Agriculture and Farmland Protection Board.	1. Provide technical assistance.	Jon Negley Board Chair*	Ongoing	
7. Cooperate with Cornell Cooperative Extension	See Education Program	SWCD Staff	Ongoing	

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<i>Actions/Activities</i>	<i>Tasks</i>	<i>Who</i>	<i>When</i>	<i>Progress – Results – Outcomes</i>
8. Work DEC on Cayuga Lake TMDL model implementation	1. Promote District programs.	Jon Negley* Staff	Ongoing	
9. Serve on the Upper Susquehanna Coalition.	1. Initiate programs.	Jon Negley* Paul Gier Angel Hinickle	Ongoing	
10. Participate in the Finger Lakes – Lake Ontario Watershed Protection Alliance.	1. Develop programs. 2. Utilize Environmental Protection Fund allocation. 3. Participate in board meetings and regional events.	Jon Negley* Angel Hinickle Paul Gier	Ongoing	

Approved Date \_\_\_\_\_ Resolution # \_\_\_\_